

How to Submit An Amendment

Tips from the 21st CCLC Unit

www.azed.gov/century-learning-centers/fiscal-accountability-tools/

Overview

- Purpose of this presentation
- General tips
- Section by section pointers
- Resources

Purpose of this presentation

- Help grantees direct resources to meet the needs of their students
- Provide clear guidance to develop approvable amendments



General Tips

- o Review the guidance provided in this presentation
- o Refer to documents cited when additional guidance is needed
- o If you have remaining questions, contact your 21st CCLC Education Program Specialist

Amendments- Two types

- o **Fiscal amendments** are submitted to request increases or decreases in line item budgets and/or allocations (without changing the overall amount of the grant award).
- o **Programmatic amendments** are submitted to request changes in staff duties or in the type of purchased professional services without changing the budget line items.

Amendments- Approval

- o Regardless of which type of amendment is planned, check with your program specialist to discuss desired changes prior to submitting an amendment online.
- o Amendments must be submitted and approved prior to
 - o increasing or decreasing line item budgets and/or allocations
 - o changing programmatic aspects of your grant.



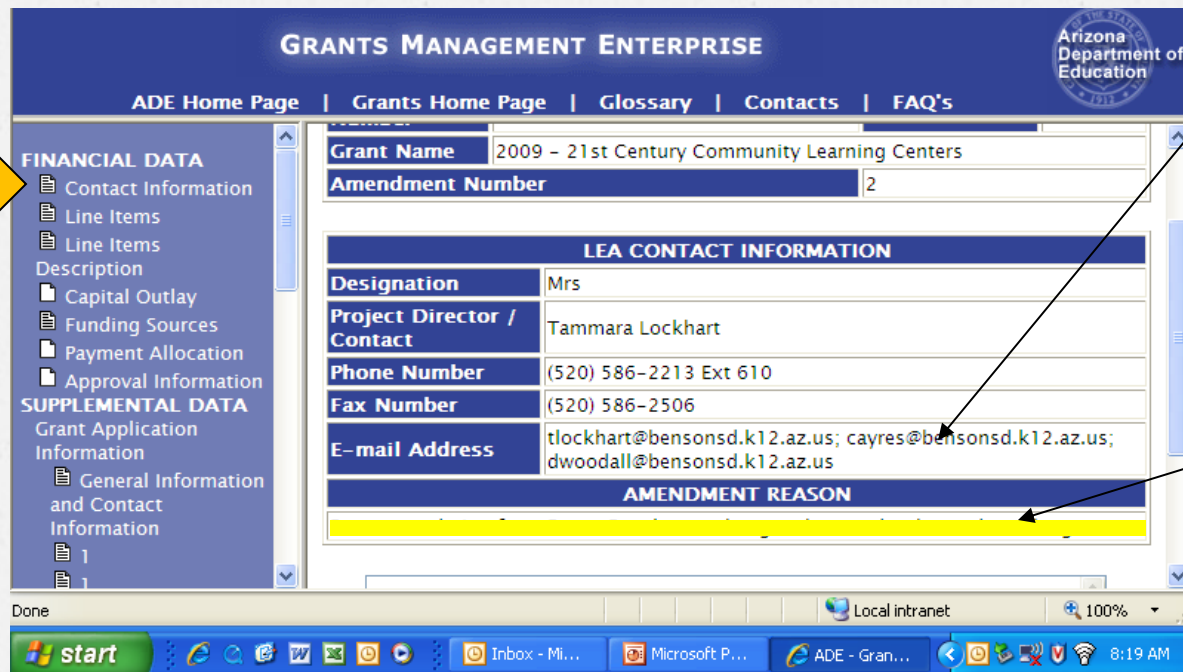
Amendments- Approval

- o 21st CCLC grants are Department of Education grants.
- o Moving funding into instruction is always desirable. After all, we want to see the most resources possible channeled directly to the students.



FINANCIAL DATA

Contact Information Page



The screenshot displays the 'GRANTS MANAGEMENT ENTERPRISE' web application. The top navigation bar includes links for 'ADE Home Page', 'Grants Home Page', 'Glossary', 'Contacts', and 'FAQ's'. The left sidebar, highlighted with a yellow arrow, contains a 'FINANCIAL DATA' section with sub-links: 'Contact Information', 'Line Items', 'Line Items Description', 'Capital Outlay', 'Funding Sources', 'Payment Allocation', 'Approval Information', and 'SUPPLEMENTAL DATA'. The 'SUPPLEMENTAL DATA' section further includes 'Grant Application Information', 'General Information and Contact Information', and two numbered links (1 and 1). The main content area shows the 'Grant Name' as '2009 - 21st Century Community Learning Centers' and the 'Amendment Number' as '2'. Below this is the 'LEA CONTACT INFORMATION' section, which includes fields for 'Designation' (Mrs), 'Project Director / Contact' (Tammara Lockhart), 'Phone Number' ((520) 586-2213 Ext 610), 'Fax Number' ((520) 586-2506), and 'E-mail Address' (tlockhart@bensonsd.k12.az.us; cayres@bensonsd.k12.az.us; dwoodall@bensonsd.k12.az.us). A yellow arrow points to the 'E-mail Address' field. Below the contact information is the 'AMENDMENT REASON' section, which is highlighted with a yellow background and a yellow arrow. The bottom of the screen shows a Windows taskbar with the 'start' button, various application icons, and a system clock showing 8:19 AM.

| GRANTS MANAGEMENT ENTERPRISE | |
|--|--|
| ADE Home Page Grants Home Page Glossary Contacts FAQ's | |
| Arizona Department of Education | |
| FINANCIAL DATA | Grant Name 2009 - 21st Century Community Learning Centers |
| Line Items | Amendment Number 2 |
| Line Items Description | |
| Capital Outlay | |
| Funding Sources | |
| Payment Allocation | |
| Approval Information | |
| SUPPLEMENTAL DATA | |
| Grant Application Information | |
| General Information and Contact Information | |
| 1 | |
| 1 | |

| LEA CONTACT INFORMATION | |
|-----------------------------------|--|
| Designation | Mrs |
| Project Director / Contact | Tammara Lockhart |
| Phone Number | (520) 586-2213 Ext 610 |
| Fax Number | (520) 586-2506 |
| E-mail Address | tlockhart@bensonsd.k12.az.us; cayres@bensonsd.k12.az.us; dwoodall@bensonsd.k12.az.us |

| AMENDMENT REASON | |
|------------------|--|
| | |

You can add as many email addresses as you like, separated by a semi-colon.

AMENDMENT REASON should be addressed here.

FINANCIAL DATA

Contact Information Page

- o AMENDMENT REASON: This is where you explain to the reader what you are requesting to do differently with the money in your grant than you had originally proposed.
- o Provide a brief explanation of the reason for the changes requested in an amendment (in staffing, rates, etc.).
- o Include enough detail to understand where the money is being moved from and to (decreasing certain items and increasing others).
 - o E.g. Less money was needed for supplies than anticipated due to a community donation, so \$4,000 is being moved to instruction for an additional after school teacher. This additional teacher will enable us to serve students now on a waiting list.

Your 21st CCLC grant budget must be amended in 5 places

- 1. Line Items**
- 2. Line Items Description**
- 3. Budget**
- 4. Budget Years 1-5 Per Site**
- 5. Budget Detail Narrative**

Amounts in the budget must match in each of these 5 sections. Details of the requested changes to your original budget must be explained in the Line Items Description and the Budget Detail Narrative.

1. Line Items

- Enter the amounts in the “Change” column by which you want to INCREASE or DECREASE each line. For decreases, place a minus sign in front of the amount.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

FINANCIAL DATA

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Funding Sources
- Payment Allocation
- Approval Information

SUPPLEMENTAL DATA

- Grant Application Information
 - General Information and Contact Information
 - 1
 - 1

BUDGET LINE ITEMS

| Function Code | Object Code | Current Budget | Change | Amended Budget |
|---------------------------------|-------------|----------------|----------|----------------|
| Instruction 1000 | | | | |
| Salaries | 6100 | 42,400.00 | 0.00 | 42,400.00 |
| Employee Benefits | 6200 | 7,420.00 | 0.00 | 7,420.00 |
| Purchased Professional Services | 6300 | 0.00 | 600.00 | 600.00 |
| Purchased Property Services | 6400 | 0.00 | 0.00 | 0.00 |
| Other Purchased Services | 6500 | 0.00 | 0.00 | 0.00 |
| Supplies | 6600 | 400.00 | 1,000.00 | 1,400.00 |
| Other Expenses | 6800 | 175.00 | 0.00 | 175.00 |

Done

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start

2 M... Micr... Micr... Micr... ADE ... 3:54 PM

1. Line Items

- When all your changes are made, your totals should be exactly the same amount- the amount of your original award for the current year.

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

FINANCIAL DATA

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Funding Sources
- Payment Allocation
- Approval Information

SUPPLEMENTAL DATA

- Grant Application Information
 - General Information and Contact Information
 - 1
 - 1

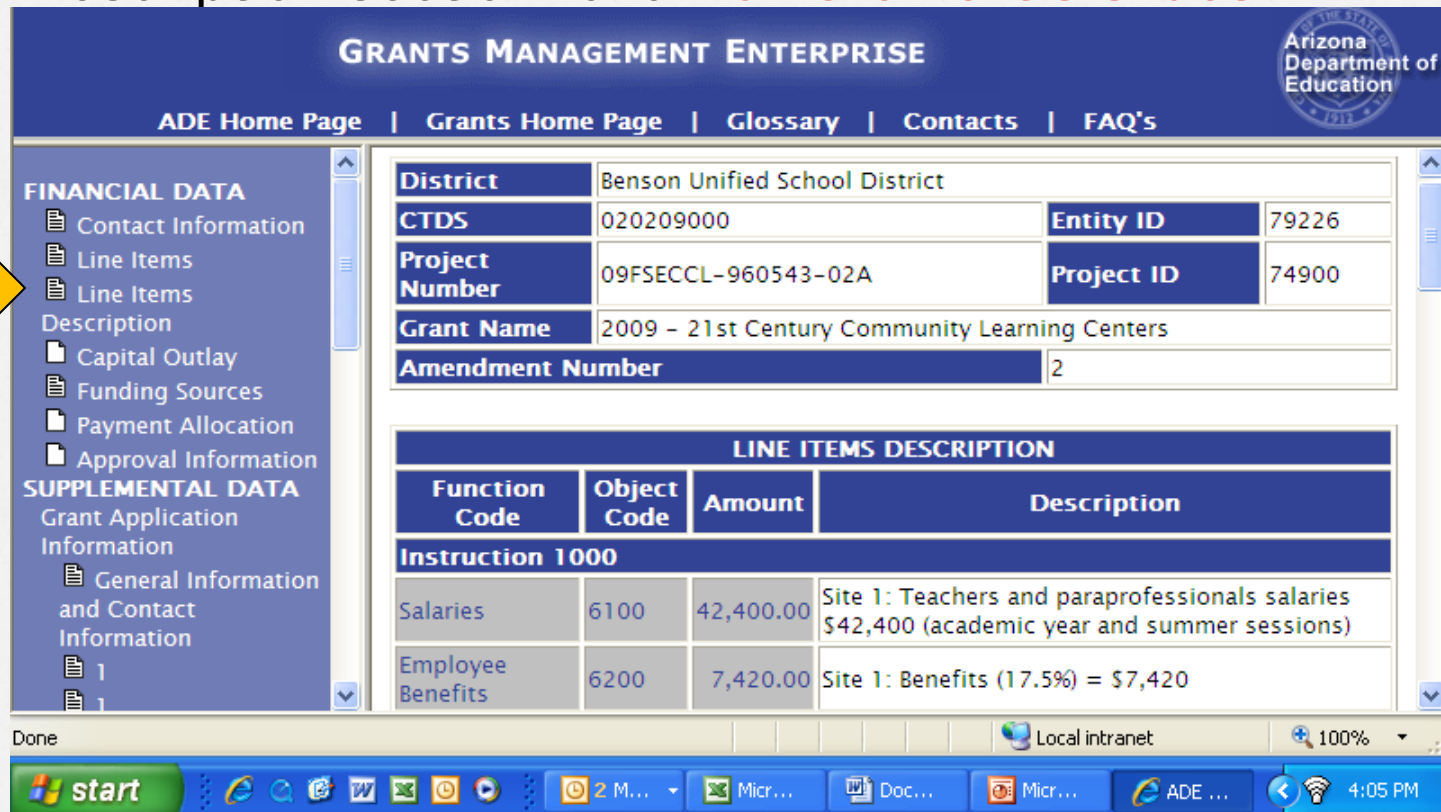
| | | | | |
|---|--------------|-----------|------|-----------|
| Purchased Property Services | 0400 | 0.00 | 0.00 | 0.00 |
| Other Purchased Services | 6500 | 0.00 | 0.00 | 0.00 |
| Supplies | 6600 | 0.00 | 0.00 | 0.00 |
| Other Expenses | 6800 | 0.00 | 0.00 | 0.00 |
| Subtotal for Operation of Non-Instructional Services 3000 | | 0.00 | 0.00 | 0.00 |
| Project SubTotal | | 80,438.00 | 0.00 | 80,438.00 |
| Max ADE Restricted Indirect Cost Allowed | | 6,185.68 | | 6,185.68 |
| Indirect Cost | | | | |
| Restricted Indirect Cost Rate 7.69 % | 6910 | 0.00 | 0.00 | 0.00 |
| Capital Outlay | | | | |
| Property | 6700 et. al. | 0.00 | 0.00 | 0.00 |
| Total | | 80,438.00 | 0.00 | 80,438.00 |

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2. Line Items Description

- Instructions for making changes to the Line Items Description section follow **on the next 3 slides**.



GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

FINANCIAL DATA

- Contact Information
- Line Items
- Line Items Description
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- Funding Sources
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- Approval Information

SUPPLEMENTAL DATA

- Grant Application Information
- General Information and Contact Information
- 1
- 1

District Benson Unified School District

CTDS 020209000 **Entity ID** 79226

Project Number 09FSECCL-960543-02A **Project ID** 74900

Grant Name 2009 - 21st Century Community Learning Centers

Amendment Number 2

LINE ITEMS DESCRIPTION

| Function Code | Object Code | Amount | Description |
|-------------------------|-------------|-----------|--|
| Instruction 1000 | | | |
| Salaries | 6100 | 42,400.00 | Site 1: Teachers and paraprofessionals salaries \$42,400 (academic year and summer sessions) |
| Employee Benefits | 6200 | 7,420.00 | Site 1: Benefits (17.5%) = \$7,420 |

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2. Line Items Description

- o The text of your amendment is entered below the original language of your most recently awarded 21st CCLC grant year* in the Line Items section.
- o Begin your amendment with the title “Amendment #__ : (date).”



2. Line Items Description

| LINE ITEMS DESCRIPTION | | | |
|---|-------------|---|-----------------|
| Function Code | Object Code | Description | Budgeted Amount |
| Instruction 1000 | | | |
| → An example of how to add an amendment follows in the next line, Salaries. | | | |
| Salaries | 6100 | <p>Salaries of all certified instructors and assistants providing classroom instruction to students.</p> <p>Site #1 = \$44,578.16 Site #2 = \$45, 095.60</p> <p>Amendment #1 (01/30/2009): Increase budget line by \$10,000 to increase the number of teachers for summer school at Site #1 and Site #2.</p> <p><i>See Budget Narrative Section for detailed breakdown.</i></p> | 99,673.76 |

Here's how amendments should look. The amendment follows the original text to show what changes are being requested.

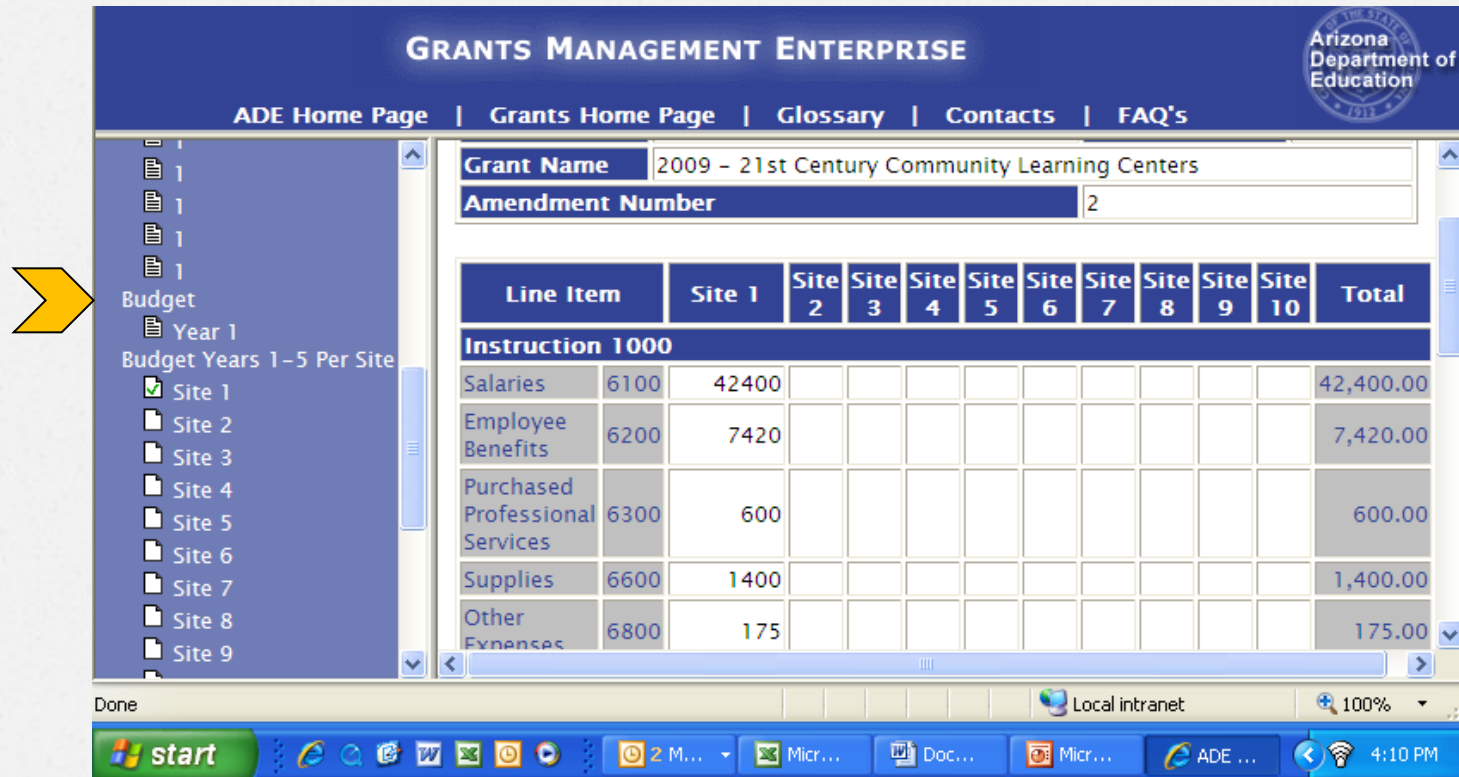
2. Line Items Description

- o The amendment language you provide in the Line Items Description section should include whether you're **increasing** or **decreasing** that line and by how much.
- o Provide a very brief description of what the increase or decrease is for.
- o Refer the reader to the Budget Detail (narrative) section for a detailed description of the requested change.



3. Budget

- In the Budget section, make sure to update the budget figures for each line in accordance with the amendment you are requesting.



GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

Arizona Department of Education

Grant Name: 2009 - 21st Century Community Learning Centers
Amendment Number: 2

Budget

Year 1
Budget Years 1-5 Per Site

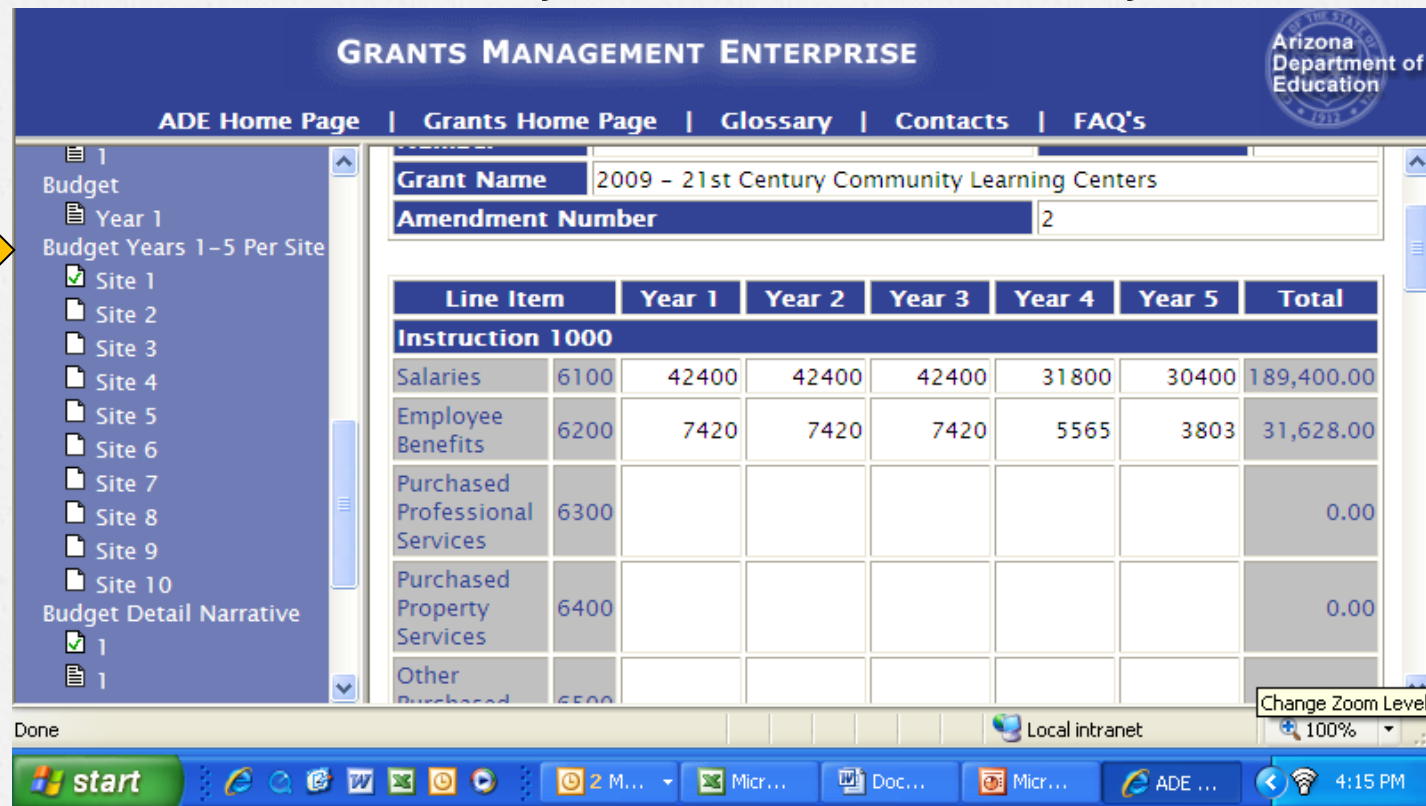
| Line Item | Site 1 | Site 2 | Site 3 | Site 4 | Site 5 | Site 6 | Site 7 | Site 8 | Site 9 | Site 10 | Total |
|--------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----------|
| Instruction 1000 | | | | | | | | | | | |
| Salaries 6100 | 42400 | | | | | | | | | | 42,400.00 |
| Employee Benefits 6200 | 7420 | | | | | | | | | | 7,420.00 |
| Purchased Professional Services 6300 | 600 | | | | | | | | | | 600.00 |
| Supplies 6600 | 1400 | | | | | | | | | | 1,400.00 |
| Other Expenses 6800 | 175 | | | | | | | | | | 175.00 |

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4. Budget Years 1-5 Per Site

- In this section, change the figures for the **current year only**.
Amendments can only be made for the current year.



GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

1
Budget
Year 1
Budget Years 1-5 Per Site
Site 1
Site 2
Site 3
Site 4
Site 5
Site 6
Site 7
Site 8
Site 9
Site 10
Budget Detail Narrative
1
1

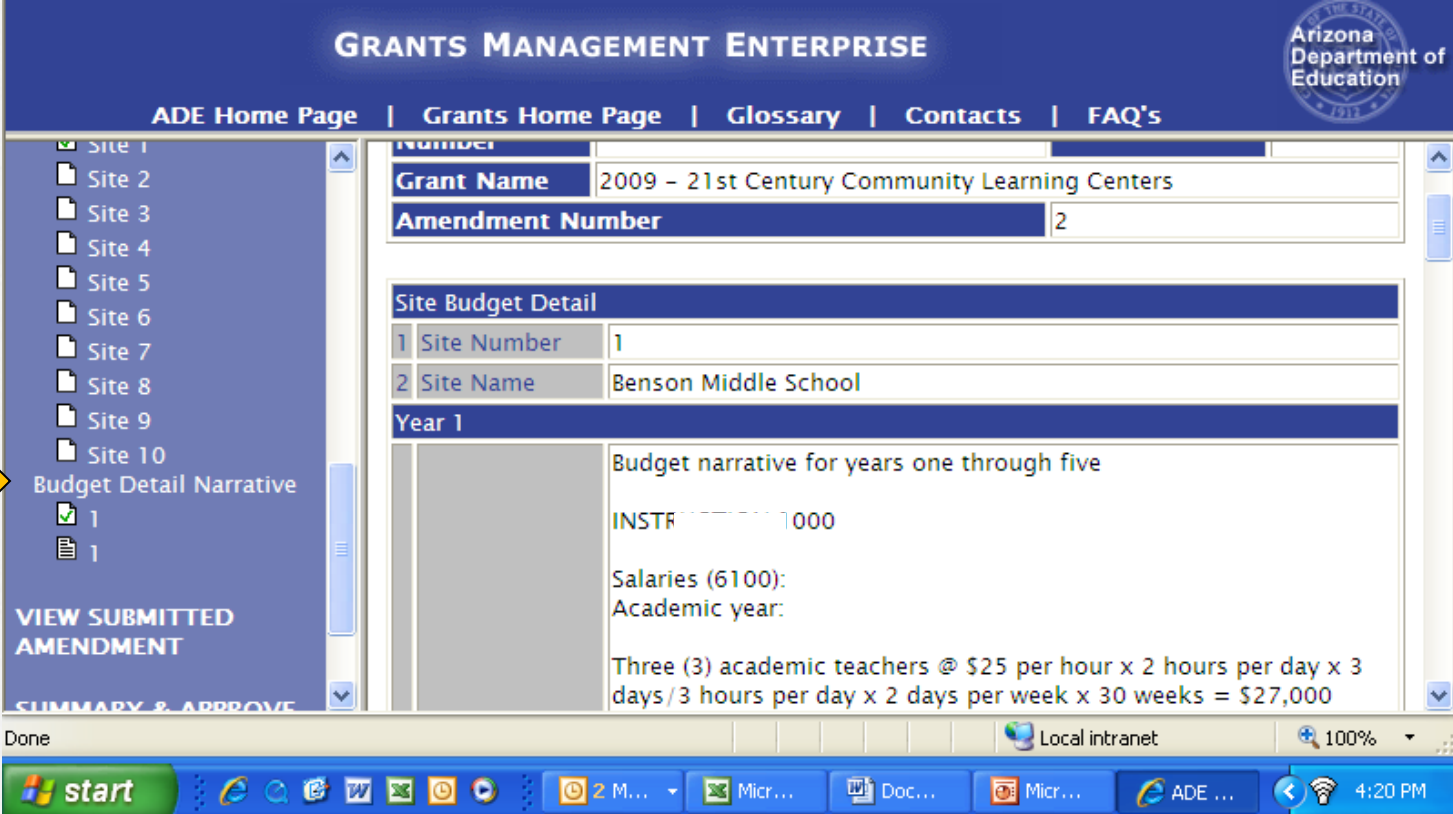
Grant Name: 2009 - 21st Century Community Learning Centers
Amendment Number: 2

| Line Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------------------------------|--------|--------|--------|--------|--------|------------|
| Instruction 1000 | | | | | | |
| Salaries 6100 | 42400 | 42400 | 42400 | 31800 | 30400 | 189,400.00 |
| Employee Benefits 6200 | 7420 | 7420 | 7420 | 5565 | 3803 | 31,628.00 |
| Purchased Professional Services 6300 | | | | | | 0.00 |
| Purchased Property Services 6400 | | | | | | 0.00 |
| Other Purchased 6500 | | | | | | |

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5. Budget Detail Narrative

- Instructions for making changes to the Budget Detail Narrative section follow on the next 3 slides.



The screenshot displays the 'GRANTS MANAGEMENT ENTERPRISE' web application interface. The top navigation bar includes links for 'ADE Home Page', 'Grants Home Page', 'Glossary', 'Contacts', and 'FAQ's'. The Arizona Department of Education logo is in the top right corner. A left sidebar lists 'Site 1' through 'Site 10', with 'Budget Detail Narrative' selected and highlighted by a yellow arrow. Below this sidebar are links for 'VIEW SUBMITTED AMENDMENT' and 'SUMMARY & APPROVE'. The main content area shows the 'Grant Name' as '2009 - 21st Century Community Learning Centers' and the 'Amendment Number' as '2'. The 'Site Budget Detail' section includes 'Site Number 1' and 'Site Name Benson Middle School'. Under 'Year 1', the 'Budget narrative for years one through five' is displayed, showing 'INSTR 1000' and a calculation for salaries: 'Salaries (6100): Academic year: Three (3) academic teachers @ \$25 per hour x 2 hours per day x 3 days/3 hours per day x 2 days per week x 30 weeks = \$27,000'. The bottom of the screen shows a Windows taskbar with the start button, various application icons, and a system clock indicating 4:20 PM.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

Arizona Department of Education

Site 1
Site 2
Site 3
Site 4
Site 5
Site 6
Site 7
Site 8
Site 9
Site 10
Budget Detail Narrative
1
1

VIEW SUBMITTED AMENDMENT

SUMMARY & APPROVE

Number

Grant Name 2009 - 21st Century Community Learning Centers

Amendment Number 2

Site Budget Detail

1 Site Number 1

2 Site Name Benson Middle School

Year 1

Budget narrative for years one through five

INSTR 1000

Salaries (6100):
Academic year:

Three (3) academic teachers @ \$25 per hour x 2 hours per day x 3 days/3 hours per day x 2 days per week x 30 weeks = \$27,000

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5. Budget Detail Narrative

- You must retain the original language of your most recently awarded 21st CCLC grant year* in text box #3 of the Budget Detail Narrative section for each site.



| 1 Site Number | |
|--|---|
| 1 Enter Site Number: | 1 |
| 2 Site Name: | ABC Elementary |
| Renewal Year | |
| 3 Provide a detailed description for each budgeted line item. | Original Budget Detail Narrative for the current year will be here. Do not alter. |

5. Budget Detail Narrative

- Place the narrative explaining the amendment(s) following the original Budget Detail Narrative text, in text box (#4).

| | |
|--|--|
| <p>4 For Amendment – Please provide a detailed description for each budgeted line item revision through Amendment.</p> | <p>Amendment #__ (Date) Enter detail describing proposed amendment, providing sufficient detail to understand where money is being moved from and where it is being moved to. The amendment narrative should also provide enough detail to understand what the money will be spent on, and how the figures were arrived at. The math must add up to the amount requested on that line.</p> |
|--|--|

5. Budget Detail Narrative

- o Include enough detail to understand either how the additional money (increase) in that line will be spent, or what the decrease in that line will be.
- o The amendment in the Budget Detail Narrative section is provided by site according to the changes each site is requesting in the amendment.

See the next slide for a graphic illustration.

5. Budget Detail Narrative

| Site Number | | |
|--------------|--|---|
| 1 | Enter Site Number: | 1 |
| 2 | Enter Site Name: | ABC Elementary School |
| Renewal Year | | |
| 4 | For Amendment - Please provide a detailed description for each budgeted line item revision through Amendment. | Amendment #1 (01/30/2009): 6100- Increase number of certified instructors <u>Site 1</u> : Two teachers to work during four week summer session @ 31.25 hours per week @ four weeks @ \$20 per hour (\$20 x 125 hours x 2 = \$5,000) |

Amendments- Approval

Amounts in the budget must match in each of these 5 sections:

1. Line Items
2. Line Items Description
3. Budget
4. Budget Years 1-5 Per Site
5. Budget Detail Narrative



Your 21st CCLC Education Program Specialist will be notified electronically by the GME system when you have submitted an amendment.

Resources-

Your own 21st CCLC grant



- o Your awarded grant provides you with the most important guide to the programmatic activities and to the budget you must follow.
- o Amendments must be submitted and approved before any programmatic or fiscal changes are implemented.
- o Refer to your own grant to ensure that you are implementing the program according to your approved grant application.

Resources-

21st CCLC Fiscal & Programmatic Accountability Guidebook

Especially relevant to writing amendments:

- o Refer to the “Cost Principles Matrix” tab of the 21st CCLC Fiscal & Programmatic Accountability handbook for guidance on what costs are allowable or unallowable.
- o Refer to the “USFR Chart of Accounts” tab and to your own district’s chart of accounts for guidance on which line to place items in your budget.

These resources and others are also available on Arizona’s 21st CCLC website: www.azed.gov/century-learning-centers under the “Grant Guidance Tools” tab.

Resources-

Grants Management Trainings & Manuals

- o For more in depth guidance on working with the Grants Management system, you can refer to the Online Grants Management Trainings & Manuals: <http://www.azed.gov/grants-management/training/>

Thank you

- o Thank you for reading through this guidance on submitting amendments for your 21st CCLC grant(s).
- o We hope you found this guidance helpful.
- o Please don't hesitate to contact your 21st CCLC Education Program Specialist if you need further assistance.

